

How to Utilize  
the IBM Mag Card "Selectric" Typewriter  
in the Law Office

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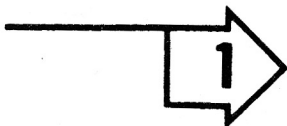
*Bernard Sternin*

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ROCKVILLE CENTRE, N. Y.







# How to Utilize the IBM Mag Card "Selectric" Typewriter in the Law Office

Bernard Sternin

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## INTRODUCTION

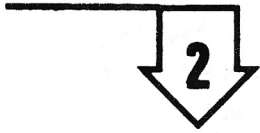
The IBM Mag Card "Selectric" Typewriter will open a new era in law office practice. The approaches which it makes possible will have an effect little short of revolutionary.

What has occurred in data processing will be paralleled in word processing, and paperwork will move into a new mode—automation.

It is critical that members of the legal profession become familiar with this equipment and its applications. Its use can save time and money. Typing errors can be virtually eliminated. Employment problems caused by shortage, illness or vacation can be effectively solved. Systems and approaches to law office work heretofore unthought of will become reality.

The IBM Mag Card "Selectric" combines a modified IBM "Selectric" input-output typewriter with a console capable of recording magnetically on polyester coated cards. These cards measure about 3x7 inches and are capable of being recorded with 50 tracks of typing. The same typewriter is used to record the cards and at any time to play them back. During the playback, the typewriter will retype their contents automatically, error-free and at the very high speed of 15.5 characters per second.





## UNDERSTANDING THE IBM MAG CARD "SELECTRIC" TYPEWRITER

In order to understand the machine and its uses you will need to have in mind the following:

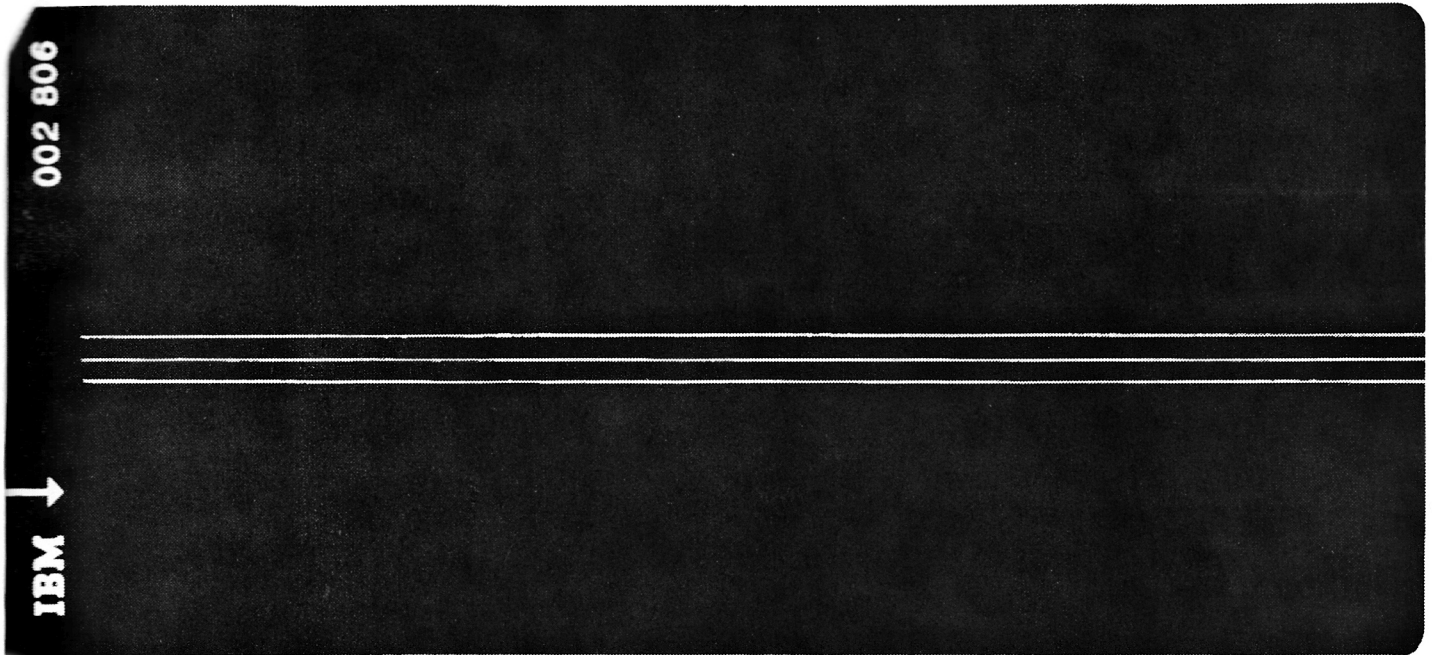
### Recording

1. The magnetic cards are recorded by your own operator using your own machine. A button marked "record" is depressed and thereafter everything typed is recorded, including spacing, capitals, tabulation and returning the carrier to the left margin.
2. Each line typed is recorded on a separate line or track of the magnetic card. When the typist touches the key which returns the carrier to the left margin, the equipment automatically moves to the next line on the magnetic card. Consequently, each line of typing corresponds to a particular track on the magnetic card.
3. During the recording process any typing errors are corrected simply by backspacing and striking over the wrong character with the right one. The paper in the typewriter will show the strikeover but the magnetic card is thereafter correct.
4. While being recorded, the magnetic card can be coded with various special codes which will function when the card is later used to play out. One of the most important of these codes is the "stop" code. Its function is to bring the typewriter to a stop automatically when the card is being played out. In that way provision is made for the operator to fill in a name, a date, a location or similar variable materials.

### Playout

5. During playout, the cards may be used in any sequence and combination. Individual lines on any given card may be separately located and played out.
6. The machine will stop automatically at pre-recorded stop codes so that materials may be typed manually. In addition, the operator may elect to have the typewriter type and stop word-by-word or skip and stop word-by-word (or letter-by-letter or line-by-line.) In that manner she may use a pre-recorded card in a modified way.
7. The equipment can automatically adjust the right margin. The increase or decrease in line length caused by additions and deletions and by combining various lines and cards is of no consequence.
8. The cards are capable of being played out repeatedly, or erased and reused simply by being re-recorded on.

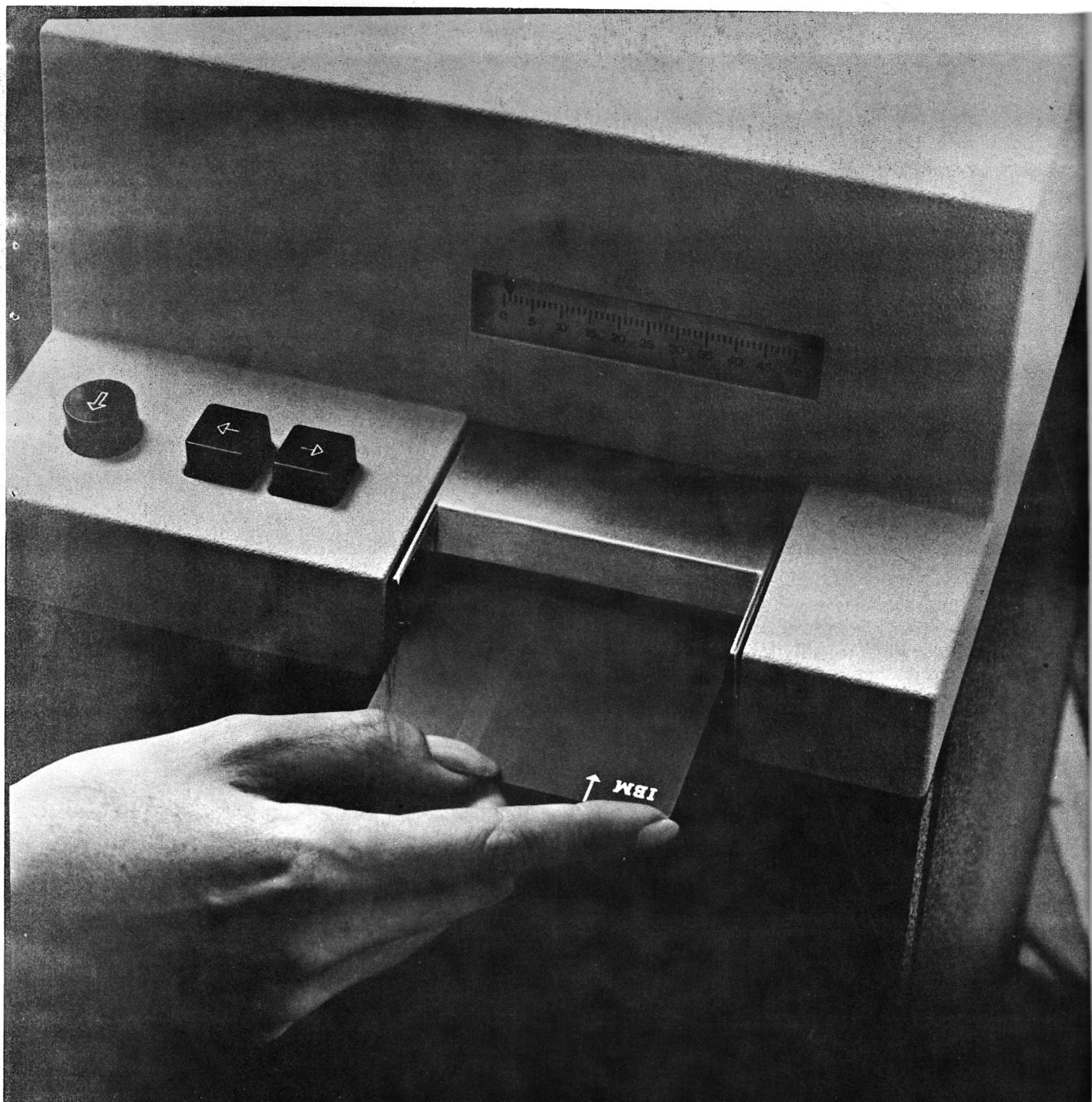




Pictured here is a magnetic card of the kind used by the IBM Magnetic Card "Selectric" typewriter to record typed material. It is made of plastic and coated like a recording tape. It measures 3-1/4 by 7-3/8 inches. Recording is done across the seven inch width of the card, as is indicated by the white lines which have been added to the picture. As the operator types a line across her paper, it is recorded on a line across the magnetic card, called a track. When she touches the carrier return key ("new line" key) to move to the next line on her paper the equipment automatically moves to the next line on the magnetic card. Consequently the typed lines and their recorded tracks correspond.

The IBM Mag Card "Selectric" can record 50 tracks on one of these cards. Each track can record 100 characters, that is, letters, numerals or symbols of punctuation. The average line typed across 8-1/2 inch paper contains about 65. Thus, extra capacity is available at the end of each track. If any revisions are wanted which require a few extra words it is possible to re-record just the line involved, leaving the balance of the card unaffected. If the added material exceeds the recording capacity of the track involved, the operator simply continues on to the next, typing the balance and then retyping the content of that track. She may continue on until the additional capacity of several tracks accommodates the new material. Adjustment for the new line length is done automatically when the equipment types the recorded material in final form.

The 50 track capacity of a card will almost always be sufficient to record the content of a full page of typing. If not, a second card may be used. Magnetic cards are reusable indefinitely. Recording new material erases the old automatically.



This illustration shows the part of the IBM Mag Card "Selectric" typewriter which records a magnetic card. The same unit is also used to "read" it or play it out. The indicator numbered 0 to 50 shows the operator exactly which track the unit is at. When the operator initially inserts a card, the unit is automatically at track one, as is shown here. If the operator wants to record or play out some other track she can reach it by depressing the square key with the arrow pointing right. The indicator and recording mechanism will move to the right until the operator reaches the track she wants and releases the button. The key with the arrow pointing left will move the indicator and recording mechanism in that direction. The round key with the arrow facing front is used to expel the card.

Because it is so simple for an operator to reach any line or track she chooses, she can easily re-record any part of a card. It is also easy to use recorded cards in modified ways by skipping some lines and reading others. Also, several names and addresses, paragraphs of language or blocks of related information can be recorded on the same card and any one of them easily reached.

## LAW OFFICE APPLICATIONS

Three uses of the IBM Mag Card "Selectric" Typewriter in the law office will be separately discussed: 1) rough drafting; 2) document revision and; 3) pre-recorded typing.

### Rough Drafting

In rough drafting the operator simply uses the typewriter as a tool to type rapidly at drafting speed, correcting errors by backspacing and striking over any erroneous characters. All work is done on rough draft paper, and no attempt is made to utilize this initial copy as the final typed product. Instead, the error-free magnetic card produced as a result of the typing is used to play back the final copy at 150 words per minute.

This use of the equipment is the simplest of the various applications. Its purpose is basically to permit the typist to increase her speed and to produce an error-free end product. The approach has several distinct advantages in a law office.

1. An operator able to proceed at rough draft speed through all her work without concern for errors can move along very rapidly compared to one who limits her speed to minimize typing mistakes.
2. In a law office all materials are typed in multiple copies. The time lost correcting typing errors on the original and several carbon copies is considerable. By using the rough draft approach this loss of time is eliminated and a much cleaner work product is produced.
3. The approach makes it possible for less skilled typists to produce error-free work. Consequently, individuals whose ability as typists may not have been previously sufficient to have met law office standards are now acceptable employees. Their work output is erasure free and entirely clean. The equipment provides a method by which a mediocre typist can produce work of a quality which she was previously incapable of producing at all.
4. The equipment makes possible team typing approaches. One individual who is a good, fast typist can spend all her time recording work at draft speed on magnetic cards and rough draft paper. The items are then given to another operator who runs them off in final form either on another machine or on the same machine at a later time. This latter operation could even be the task of an employee who has other concurrent duties which allow free time or one whose duties are primarily performed during certain hours.





During unusual peak periods the regular office staff can devote its entire time to recording materials at high, rough draft speed, and temporary help can be employed to run them off in final form.

Such a technique is called "separation of keyboards," or the grouping of the recording function separately from the playout function, which can take place at another IBM Mag Card "Selectric" Typewriter or on the same machine at another time. By specializing these separate tasks, the office may develop group approaches to typing which can be exceptionally efficient.

### **Rough Drafting Technique**

The technique described here calls for a typist to do all typing initially as rough draft and then run the corrected magnetic card to produce the final work product. At first, it may appear that little time will be saved since the approach requires that everything be typed twice — once manually to produce the magnetic card and then automatically to produce the final copy. It would seem that whatever time is saved by typing at the faster drafting speed could be lost during the rerun.

On closer consideration, however, a great deal may be said in support of the rough draft approach. Once a typist accepts the fact that her initial work is always in draft and that errors do not matter, her typing speed and ability begin to improve considerably. There is no longer a tendency to hold back to a pace which will minimize the chance of error (sometimes referred to as "controlled accuracy level").

Furthermore, time spent in running off the magnetic card isn't necessarily time lost. Because the operator need not give her attention to the machine during this part of the operation, she is free to do many collateral related jobs. These include obtaining files, interleaving carbon, collating and stapling. An operator may utilize an adjacent typewriter to address a related envelope, prepare an affidavit of service or type a legal cover.

Firms experiencing difficulty in obtaining stenographic help whose typing ability meets office standards can solve their employment problem by hiring less skilled typists and by using the rough draft approach described here. In addition, firms can increase the effectiveness of their present staffs by allowing them to concentrate their skills entirely on typing. Playout can be assigned to others. Most communities have available a largely untapped pool of potential employees who can work on a part-time basis or after usual business hours. These people may be employed at a modest salary to run off and finalize the work which your more highly skilled regular staff has been recording during routine hours.

The team typing approach which the equipment makes possible should be explored in detail where feasible. The technique works well in the trades and there is no reason why it can't be used in the law office. With proper planning, work output can be sharply increased and idle time made productive.

## Document Revision

This section will deal with the IBM Mag Card "Selectric" as a tool to speed revisionary work. Many law office materials are not accepted in final form as initially dictated. Instead, they are perfected through a series of steps during which they are rewritten, part-by-part.

A good deal of time is spent modifying correspondence, pleadings, wills, agreements, affidavits and the like. Techniques which utilize magnetic cards to aid in revision work can be tremendous time savers not only to the typist but, more importantly, to the attorney.

### How an Operator's Time is Saved

For a typist, no additional time is required to record a magnetic card beyond what would routinely be spent in typing its content. As the machine operator initially prepares material she simultaneously records it. To do so, all that is required is that she type with the "record" button depressed. If the item is a letter it may be recorded on one magnetic card in its entirety. If the item is a lengthy document, each paragraph or short section may be recorded on a separate magnetic card. This way, the typist will be able to modify each unit separately as few or as many times as required.

The procedure by which the operator revises material is extremely simple. She reinserts the card which contains the material which is to be revised and "plays" it out to the point where the change is to be made. The operator then switches to the "record" key and simply retypes the remainder of the line or lines with the changes desired.

She then returns to the beginning of the next unchanged line and "plays" out the balance of the card automatically. The operator has thereby changed the magnetic card to reflect the modification and also has a sheet of the new contents.

If the change required is modest, it will be possible to type it directly onto the initial draft paper and at the same time modify **ONLY THE LINE INVOLVED** on the magnetic card. The entire sheet doesn't have to be retyped.

The operator simply uses the track selector button and the track indicator to go **DIRECTLY TO THE LINE** on which the change is to be made without having to play out the prior or subsequent recorded lines. The original draft sheet serves to show the newly inserted line above the old one.

Each of the 50 lines or tracks on a magnetic card has the capacity to record 100 characters. Since an average line of typing contains only about 60 characters, there is often enough room on the line to record all of the added material without affecting the following line. If not, the following line is retyped. Occasionally, the balance of the paragraph will have to be redone.



When the magnetic card is used to type the final job, the right margin is adjusted automatically. Consequently, variation in the length of the recorded lines is of no importance.

#### **How an Attorney's Time is Saved**

Use of the IBM Mag Card "Selectric" Typewriter for revisionary typing can bring about a tremendous savings in the draftsman's time. Benefits accrue first in daily correspondence and secondly in the preparation of formal legal documents.

In everyday letter writing the lawyer whose secretary uses the IBM Mag Card "Selectric" Typewriter will experience considerable reduction in proofreading time when the letters he has asked to have changed are returned to him. He need give his attention only to those points where changes were made. If the changes aren't extensive he may even feel confident enough to authorize his secretary to sign and mail the letter without returning it to him for inspection. The elimination of manual retyping effectively removes the risk of any new error being interjected, thereby reducing and often eliminating the need for further review.

It is in the preparation of formal legal materials, however, that the IBM Mag Card "Selectric" Typewriter can bring about an extensive saving of an attorney's time. Use of the equipment facilitates a SECTIONALIZED approach to drafting which permits a document to be typed in short, separate units. These are eventually combined to form the final work product.

This approach allows each sub-unit to be redrafted and retyped as many times as required, independently of any other sub-section. It also allows the sub-units to be freely rearranged to obtain a more desirable organization or a more forceful presentation without taxing the operator's capacity. Furthermore, if the job is a group effort, the approach facilitates the integration of the work of the separate draftsmen.

Materials given to the typist for revision are returned to the draftsman almost at once. Because the IBM Mag Card "Selectric" Typewriter types so quickly, the rerun is returned while the train of thought is still fresh in the author's mind. Here too, proof reading is reduced to skimming only the modified material.

In many areas the attorney can develop and save materials for repeated use in future drafting jobs. Standard provisions of contracts, wills and trusts are clear examples. Legal citations with a synopsis of the case is another. Conversely, the lawyer can avail himself of pre-recorded material which either he himself or his office has made available for use in situations of the kind under consideration.





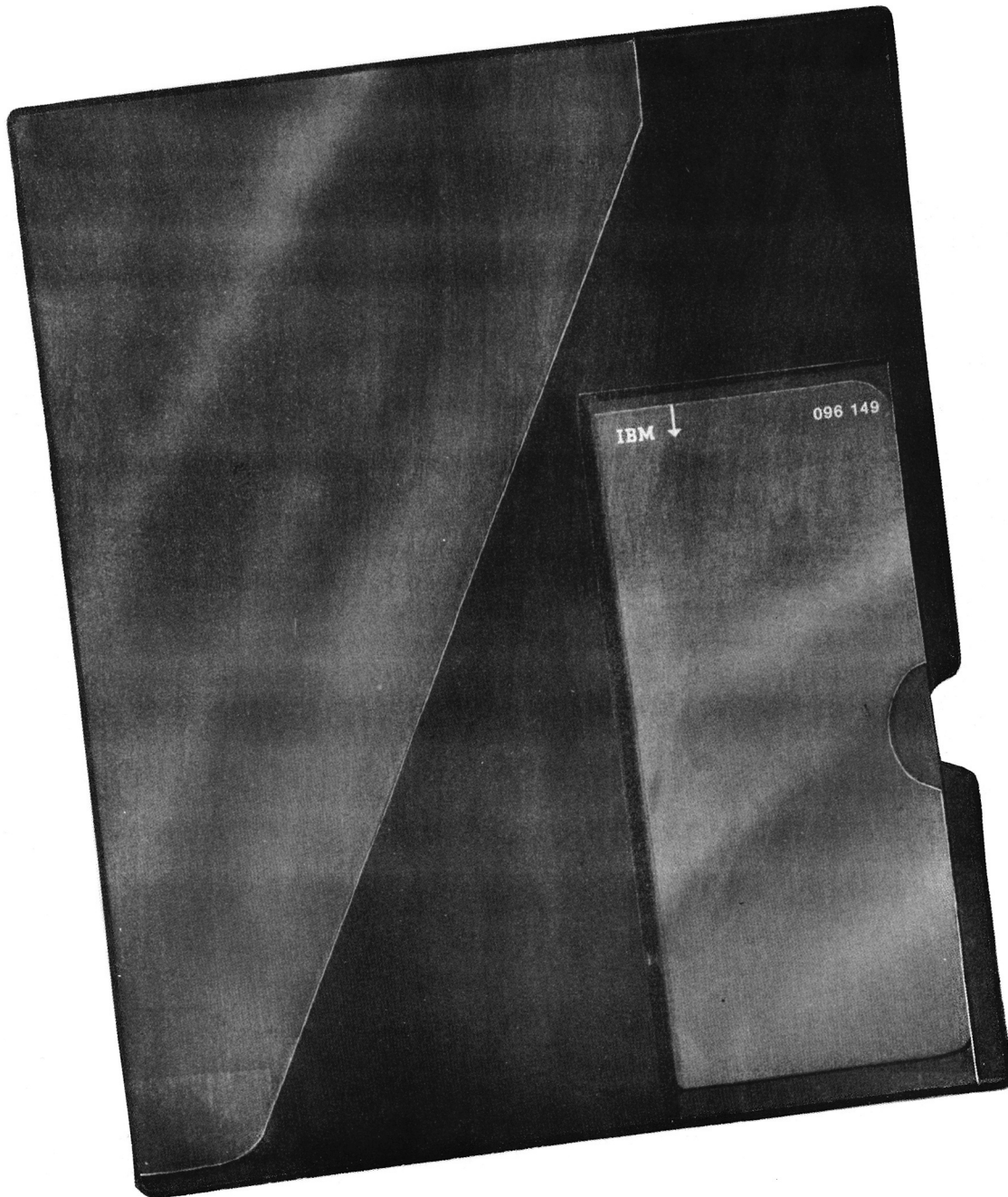


### PLASTIC INTERDRAFT® FILE FOLDERS

Interdraft® File Folders are filing jackets used to store typed materials together with their related magnetic card recordings. They are available in standard letter size, 9½ by 11¾ inches, and in legal size, 9½ by 14¾ inches. They are made of a stiff plastic backing to provide rigidity, and a clear plastic front to provide visibility of contents.

These folders may be used to store typed material pending finalization. The draft or proposed final copy is inserted under the flap and the corresponding magnetic card is stored in the pocket. In that way the magnetic card and the typed copy are kept together. The entire folder may be transmitted to the draftsman for review, or the unit may be retained by the machine operator with a carbon of the typed material while the original is out for inspection.

Interdraft® File Folders may also be used to store documents and their corresponding magnetic cards in standard filing cabinets or open shelves, or they may be enclosed in a larger file in which all the papers relating to the entire matter are kept.

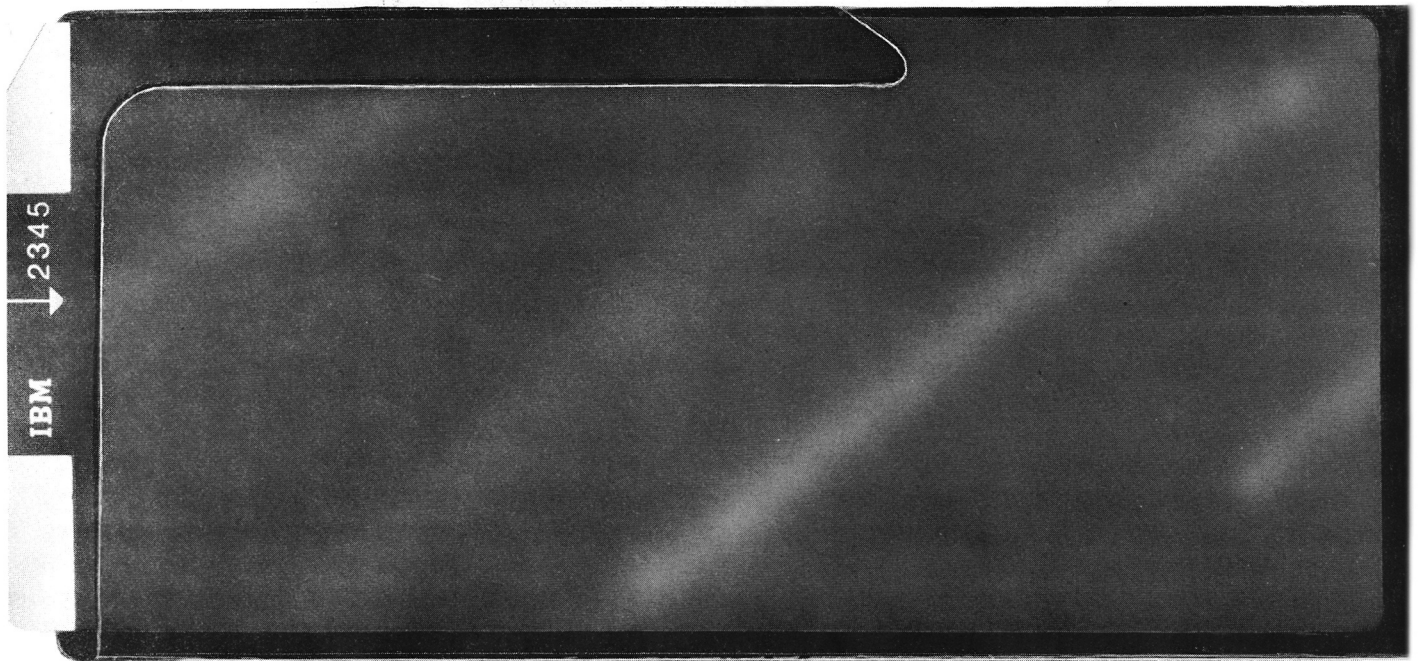


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### PLASTIC INTERDRAFT® MAG POCKETS

Interdraft® Mag Pockets are designed to store magnetic cards together with index cards showing their contents. Slightly larger than a magnetic card, they are made of a stiff plastic with a transparent front. Usually one magnetic card will be stored in each, together with an index card of the same size placed so that the index card is visible.

These pockets may be used to store recorded paragraphs. The language of the paragraph is typed onto a 3 by 7 inch index card simultaneously with its being recorded onto a mag card. Both are then stored together in the Interdraft® Pocket. The clear plastic front of the holder permits the card's contents to be read. If the paragraph ever needs to be changed, a new index card is the only cost. The holder and mag card are reusable indefinitely.

Interdraft® Mag Pockets may also be used to group together two or three magnetic cards on which the consecutive pages of a document are recorded. Usually the only identification required is the first line of the first page, typed onto a 3 by 7 index card and stored visibly in the pocket.

These holders may be stored in a number of convenient ways and locations, as each application indicates to be best: in file boxes at an operator's desk; in wall racks; in file drawers centrally; in ring binders; in form drawers or folders together with the printed forms which the stored magnetic cards supplement.



## Pre-Recorded Typing

In the area of pre-recorded typing the IBM Mag Card "Selectric" Typewriter offers another far-reaching potential. In this application, paragraphs are PRE-RECORDED in anticipation of repeated use. When needed, they are used in combination to produce the required document.

Many attorneys who see an automatic machine typing pre-recorded legal material equate the operation with the use of a printed form. But by limiting themselves to a cursory observation they overlook the most significant contribution to law office operation yet conceived.

The IBM Mag Card "Selectric" Typewriter is not intended to be a substitute for a printed form. Rather, its tremendous potential lies in its ability to accept cards which contain units of material, in any sequence or in endless combinations, and thereby help in creating any number of pieces of legal paperwork.

These cards may be likened to an automated form book: one whose paragraphs may be physically inserted into the IBM Mag Card "Selectric" Typewriter to have the machine type out their contents. The tremendous flexibility of this approach is further expanded by the following features:

1. Not only can an operator select any card but she can also pick out any line on it by use of the mechanical track selector button and indicator on the face of the card reader.
2. Any word or words on a given line may be typed or omitted at the operator's choice. The same is true of any character within a word.
3. Stop codes may be pre-recorded at any point to bring the typing action to an automatic halt for the manual addition of material from the keyboard.
4. Even if no stop codes exist in a card, the operator can elect to have the machine type and stop after every line, every word, or every character, as she chooses.
5. All of the foregoing techniques intermix freely with each other and with manual entries from the equipment's keyboard, since adjustment of the right margin is automatic.

Imagine the impact on your practice of having all of your commonly typed materials PRE-RECORDED on magnetic cards; all of those letters repeatedly dictated; all of the phrases which formulate a notice of motion or a court order; all of the paragraphs which routinely compose affidavits, pleadings, wills, trusts, agreements for clients in particular fields of work; petitions to compromise; standard allegations regularly required; citations of cases commonly cited, provisions of codes routinely referred to.



Think of the flexibility afforded by your ability to use the foregoing either in their entirety as recorded or IN PART or IN MODIFIED FORM or IN AMPLIFIED FORM simply by having your secretary combine cards, choose lines, fill in at stop codes and add and skip at will at any point.

In addition, consider what it would mean if EACH MATTER currently active in your office had all of its relevant data recorded on a magnetic card, including the caption box, the index and calendar number, the name, address and letter salutations of your client, your adversary, your referring attorney or carrier, and the date and place of the occurrence. What time could be saved by the automatic typing of these materials coupled with the assurance of error-free, letter-perfect work!

The impact of this automated approach to the production of legal paperwork is virtually beyond the comprehension of anyone who has not seen the system in operation:

1. Endless hours are saved for the attorney who is able to dictate ENTIRE PARAGRAPHS by a brief reference.
2. Typing literally barrels out. Often the operator need do no more than FEED CARDS to obtain the case caption, the body of the required material and the name and address of the adversary. She needs only FEED CARDS to type a covering letter, an envelope, an affidavit of service, a manuscript cover. Manual typing is reduced to a FRACTION of what was formerly required.
3. PROOF READING is reduced to merely SCANNING the final work product to be sure the correct cards were used. There is NO POSSIBILITY OF INTERNAL ERROR with pre-recorded materials.
4. Far more work becomes DELEGABLE to others. Once content is fixed, dictation becomes a matter of selection rather than composition. Consequently, a competent secretary can be relied upon to handle more and more work ON HER OWN and junior attorneys may be assigned MUCH greater responsibility than previously possible.
5. The EXPERIENCE OF FIRM MEMBERS becomes incorporated into the cards as they are modified and improved with usage. Thus, each job any attorney does may yield a capital return in the form of an improved or expanded program.





I, \_\_\_\_\_, being of sound and disposing mind and memory, and considering the uncertainty of this life, do hereby make, publish and declare this to be my last will and testament, hereby revoking any and all other former wills or codicils made by me at any time.

I give, bequeath and devise all of the rest, residue and remainder of my estate, real, personal or mixed, of whatever kind, nature or description, and wherever situated of which I may die seized or possessed or in which I may have any power of appointment or testamentary disposition, to .

#### PARAGRAPHS

Approaches using separately drawn individual paragraphs offer total flexibility. Here, each has been recorded on a mag card and is stored with a copy of its contents typed onto a 3 by 7 inch index card.



I, \_\_\_\_\_, being of sound and disposing mind and memory, and considering the uncertainty of this life, do hereby make, publish and declare this to be my last will and testament, hereby revoking any and all other former wills or codicils made by me at any time.

I give, bequeath and devise all of the rest, residue and remainder of my estate, real, personal or mixed, of whatever kind, nature or description, and wherever situated of which I may die seized or possessed or in which I may have any power of appointment or testamentary disposition, to \_\_\_\_\_.

In the event my said \_\_\_\_\_ predeceases me, or shall have died with me in a common disaster, I give, bequeath and devise the interest which /he she would have

I hereby nominate, constitute and appoint \_\_\_\_\_  
the /executor executrix of this, my last will and tes-

If, for any reason whatsoever, my aforesaid proposed /executor executrix shall fail, refuse or be unable to qualify, or, having qualified, shall cease to act before having fully completed the administration of my estate pursuant to said appointment, I nominate, constitute and appoint \_\_\_\_\_, to serve instead.

I direct that none of the above individuals named to serve as my personal representative be required to fur-

IN WITNESS WHEREOF, I have hereunto subscribed my name on this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(L.S.)



Dekalog® Cardholder – Manila

CIRCLE WEST CORP

P. O. Box 186, Elmont, N. Y. 11003



FULL DOCUMENTS

Completely pre-recorded documents or in some instances sections of documents may be stored on mag cards, and provision made for supplementation by manual entries made at stop codes, shown as \_\_\_\_\_, or by the selection from among pre-recorded alternatives, shown as (he she), (executor, executrix).

I direct that none of the above individuals named to serve as my personal representative be required to furnish a bond or any other security.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(L.S.)

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I, \_\_\_\_\_, being of sound and disposing mind and memory, and considering the uncertainty of this life, do hereby make, publish and declare this to be my last will and testament, hereby revoking any and all other former wills or codicils made by me at any time.

I give, bequeath and devise all of the rest, residue and remainder of my estate, real, personal or mixed, of whatever kind, nature or description, and wherever situated of which I may die seized or possessed or in which I may have any power of appointment or testamentary disposition, to \_\_\_\_\_.

In the event my said \_\_\_\_\_ predeceases me, or shall have died with me in a common disaster, I give, bequeath and devise the interest which /he she would have taken had /he she survived me, to our children, natural born or adopted, in equal shares, per stirpes.

I hereby nominate, constitute and appoint \_\_\_\_\_ to be the /executor executrix of this, my last will and testament.

If, for any reason whatsoever, my aforesaid proposed /executor executrix shall fail, refuse or be unable to qualify, or, having qualified, shall cease to act before having fully completed the administration of my estate pursuant to said appointment, I nominate, constitute and appoint \_\_\_\_\_, to serve instead.

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\_\_\_\_\_  
(L.S.)

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



IBM

↓ 4602

*Mag Card Storage Page—*

CIRCLE WEST CORP.

P O Box 186 Elmont N Y 11003





## PREPARING FOR THE IBM MAG CARD "SELECTRIC" TYPEWRITER

There is a great deal an attorney can do to prepare for a rapid and successful introduction of the IBM Magnetic Card "Selectric" Typewriter into law office operation. We are not dealing here with just another typewriter. What is involved is a RADICAL NEW DIMENSION in law office productivity, the rewards of which will be directly proportionate to the effort expended by managerial personnel. You can begin now by applying the following procedures:

1. Assign responsibility immediately to one attorney and one secretary to learn as much as possible about the equipment. By a fixed target date they should have a full understanding of it and be able to report their opinions to the firm. The individuals chosen should be permanent members of the staff who will be able to undertake the responsibility of introducing the equipment into office operation and who will have the authority necessary for carrying out this responsibility. Senior partners should provide strong support so that any new procedures will be implemented by ALL members of the firm.

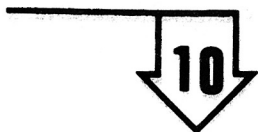
Ideally, the attorney and secretary should have three qualifications: a) They should be administratively minded; b) they should have lengthy experience in the office; c) they should have sufficient seniority in the firm to enable them to make necessary changes in office procedure.

2. Reorient work flow with an automatic typewriter in mind. You will want to organize your office procedures so that the equipment is used for a maximum period of time. Consequently, only typing and directly related jobs should go to that work station. It will be inefficient to stop the machine in order to answer phones, make appointments, deliver papers, pick up forms and the like. It will be best to separate non-typing secretarial assignments from typing functions. Rearrangement of work patterns should be begun in advance of the arrival of the IBM Mag Card "Selectric" Typewriter.

3. Develop a specialized approach to as much work as possible. Can all pleadings be the responsibility of one particular attorney? Can all motions be handled by a given individual? Can all wills be drawn by the same lawyer? Institutional or group handling of work allows exceptional savings in time and motivates each person to perfect automated approaches to expedite his particular assigned areas. It permits a greater utilization of lay assistants. It reduces training time for new associates. Moreover, each client has contact with the firm as a whole and comes to feel that he is not the client of any one attorney within it, which, from the standpoint of the firm as a continuing institution, is important.

4. Organize your pre-recorded materials where possible. A way of insuring full utilization of the equipment is to structure the office's repetitive typing tasks in advance of installation. That end can be accomplished by analyzing pre-recorded materials into units consisting of separate paragraphs, and organizing them in such a way as





will enable you to put them together in varying sequences to produce final jobs. Classify and number each in pencil, to facilitate any change, AND USE THEM IMMEDIATELY in daily practice. Rearrange, change, supplement and consolidate them in response to experience in actual use.

One way of organizing materials is by typing each paragraph on a 3 x 7 inch index card. These cards may be conveniently stored in 8 1/2 x 11 inch cardholder pages which permit individual cards to be easily rearranged.

In developing your various legal materials, do not overlook the tremendous time savings which can be obtained by organizing your daily letter writing. In many offices far more time is spent in that area than with more formal legal documents.

5. Extract your case data. Every matter now in your office has associated with it several items which are typed over and over again for as long as the case remains active. These include the name, address and letter salutation of your client; your adversary; your referring or corresponding attorney; the caption box; the date and location of the occurrence; and any other similar information which relates to the matter. These materials are important, time-consuming to type and the source of frequent error. They offer an extremely fruitful area in which to utilize magnetic cards to effectuate automation.

#### **Conversion to Automation**

These preparatory steps are simple and can be easily accomplished while waiting for the installation of the equipment. By programming your work in advance you may be sure that the IBM Mag Card "Selectric" Typewriter's cost will be recouped fully in the immediate saving of labor and increased output.

Preparations such as these help insure a smooth, simple conversion to automatic typing of pre-recorded materials when the equipment arrives. The operator can quickly record sets of magnetic cards to parallel the contents of the 3 x 7 inch cards typed out in advance. Since each magnetic card holds up to 50 lines, it will be possible to record the contents of any index card onto a corresponding magnetic card.

It should be noted that recording data on 3 x 7 inch cards is not the only way of storing repetitive information in preparation for its use by the power typewriter. Lengthy units may be typed onto 8 1/2 x 11 inch sheets of paper. Even these can almost always be accommodated on one magnetic card.

#### **CONCLUSION**

You must face up to automation. The IBM Mag Card "Selectric" Typewriter will be the single most important item to affect law office practice in this decade.

Investigate this new entrant into the world of automation. Its implications for efficiency are too profound to allow for indifference. You owe it to yourself, your firm and your clients to become familiar with this most important innovation in law office productivity.



What's Available

"The Equipment of Word Processing - Tools for the Automation of Typing." My paper, presented at the 1974 meeting of the A.B.A., Section of Insurance, Negligence and Compensation Law. An introductory overview of what automatic typing equipment is and what it does. If you'd like to order a copy, \$1.00, check here: \_\_\_\_\_

"How Much Will an Automatic Typewriter Save?" My pamphlet, reprinted from The Lawyer's Newsletter. A short review of how much time and money automatic typing equipment is saving, based on the published reports of about half a dozen firms whose articles are written in quantitative terms. 50¢. If you'd like a copy, check here: \_\_\_\_\_

"What Automatic Typewriters Can Do for You." My booklet, reprinted from Prentice-Hall, "Manual for Managing the Law Office." Describes automatic typewriters, with illustrations based on mag card equipment. Goes on to describe many of the uses and capabilities of these machines. If you'd like to order a copy, \$1.50, check here: \_\_\_\_\_

"Current List of Automatic Typing Equipment." Reprinted from Prentice-Hall, "Manual for Managing the Law Office." A 1974 compilation of automatic typing equipment with a brief description of each, and the address of the manufacturer. \$1.00. To order a copy, check here: \_\_\_\_\_

"How to Utilize the IBM Mag Card 'Selectric' Typewriter in the Law Office." An examination of the IBM Mag Card 'Selectric' as a law office tool. Includes a description of the machine in enough depth to familiarize you with it, then goes on to describe how it may be used. Includes illustrations and materials. If you'd like to order a copy, \$5.00, check here: \_\_\_\_\_

"The New World of the Mag Card II." A description of the IBM Mag Card II, with an in-depth explanation of memory technology and how it is used in everyday office practice. Includes illustrative sample materials. If you'd like to order a copy, \$5.00, check here: \_\_\_\_\_

"Programmed Approaches to Office Paperwork." My article, reprinted from The Practical Lawyer. Describes how letters and forms may be pre-recorded, organized and stored, so that they can be dictated quickly and typed automatically. \$1.00. If you'd like to order a copy, check here: \_\_\_\_\_

Kit of sample storage materials for use with mag cards, many of which are specifically designed to help in the development of systems approaches; contains six different items, in manila and plastic. If you'd like to order one, \$6.00, check here: \_\_\_\_\_

The Automation of Systems - Samples and Examples. A collection of the sample materials I've developed for use at my workshops and seminars, together with commentary. Actual examples, set for a hypothetical law firm, are included, to give an overview of how case data, paragraphs, sections of documents, full documents, letters, affidavits and printed forms may be produced automatically. \$22.50. To order a copy, check here: \_\_\_\_\_

"An Easy and Effective Way to Reorganize Your Law Office for Automation." My article reprinted from Prentice-Hall, "Manual for Managing the Law Office." Sets out a plan for achieving more effective utilization of automatic typing equipment by rearranging the office staff into small teams, using a gradual reorganization of some of your personnel. \$1.50. If you'd like to order a copy, check here: \_\_\_\_\_

Manual of Rules for Uniformity in Recording Materials. My manual of standard recording procedures for the development of pre-recorded materials in a uniform way. Where to set margins, how to begin and end paragraphs, how to pre-record for variables, for the selection of alternative words and phrases, etc. Written in terms of the IBM Mag II, but its concepts are adaptable to other automatic typing equipment. \$75.00. To order a copy, check here: \_\_\_\_\_

"System Ten." A unique method for storing magnetic cards while corresponding typed copy is out for review. Mag cards are stored in a ring book; pre-printed cards indicate exactly where in the book they are located. The system requires no special document codes to be typed on keyboarded materials, automatically retains recorded cards as long as the author holds the document, and releases the mag card as soon as the document is finalized. For text and sample materials used, 3.00, check here: \_\_\_\_\_

A Program for Extracting and Automating the Typing of Case Data. Describes my way of developing and storing such items as clients' names and addresses, dates, locations, captions, and similar information you need repeatedly in all your matters, and getting them into machine-readable form. Text includes sample materials and also rules for encoding them on automatic typing equipment. For text, rules and sample materials, \$5.00, check here: \_\_\_\_\_

A Program for Increasing your Practice through Status Reports. The system I developed to keep clients posted on the status of their matters by using a mag card typewriter to do the job. The resulting good will can have far-reaching impact. For text, instructions and sample materials, \$7.50, check here: \_\_\_\_\_

A Program for the Development of Pre-recorded Letters and Forms in a Plaintiff's Personal Injury Practice. My twenty-section indexing system for the plaintiff's personal injury field, cataloging the 300 letters and 100 forms I found to be most often used, in a way that will let you find any one of them in seconds. Text sets out my method for automating their typing on mag card equipment through an evolutionary, as-you-go plan. For indexing system, sample storage materials and text, \$10.00, check here: \_\_\_\_\_

\_\_\_\_\_  
Firm name:

Address:

City, State, Zip:

Attention of:

What automatic typing  
equipment are you using:

Please pre-pay all orders of \$5.00 or less. Thank you.

OFFICES OF  
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GETTING YOU STARTED WITH WORD PROCESSING:

- A CONSULTANT'S MANUAL OF RULES  
FOR UNIFORMITY IN RECORDING MATERIALS  
or, a primer for programming the Mag II.

Getting you started right. That's the single most important contribution a consultant can make to a user of automatic typing equipment.

To get started right you want the materials typed on automatic equipment in your office to be recorded uniformly. You want work done by any secretary on any piece of equipment to be usable by any other secretary on any other piece of equipment. You want to develop pre-recorded materials in a uniform way, so that it does not matter who prepares them or when. And you want to set up the best way of doing typing as a uniform practice throughout the office.

This manual is my way of helping you begin. It contains my set of proposed standards for obtaining uniformity, and my suggested "best" methods.

The manual is set up as the series of units shown on the back of this letter. Each unit is typed onto one or more pages. Your job is to read and consider each one of these proposed standards and decide whether you will accept it as your office procedure as it stands, or modify it in some way, or substitute something else in its place. Once you do, you have your manual of standards. You get the benefit of my experience as a starter, plus the thinking of your staff to add to it.

The materials are written in terms of the IBM Mag II machine, and consequently can be used without change for the Mag "A". But even if you are using automatic typing equipment other than IBM Mag card machines, this manual is still extremely important to you. Most of the concepts with which the standards are concerned are critical for any automatic typing operation. You can think them through in terms of whatever equipment you are using.

The cost of the manual is \$75.00.



**MANUAL OF RULES  
FOR UNIFORMITY IN RECORDING MATERIALS**

**Machine Standards.**

- Pitch.
- Type Face.
- Left Margin Stop.
- Tabular Settings.

**Paper Layout.**

- Insertion Point and Left Margin for Unruled 8½ Inch Paper.
- Line Length and Right Margin on Unruled 8½ Inch Paper.
- Center Point on Unruled 8½ Inch Paper.
- Insertion Point and Left Margin for Paper with a Ruled Marginal Line.
- Line Length and Right Margin for Paper with a Ruled Marginal Line.
- Center Point for Paper with a Ruled Marginal Line.
- Line Count.
  - First Line.
  - 11 Inch Paper.
  - 13 Inch Paper.
  - 14 Inch Paper.

**Text Structure.**

- Line Spacing.
- Paragraph Structure of Single Line-spaced Material.
- Paragraph Structure of Double Line-spaced Material.
- Numbered Paragraphs.
- Pre-recorded Paragraphs which Require Numbering to be Added.
- Beginnings and Endings of Text Components.
  - Words.
  - Phrases.
  - Lines.
  - Sentences.
  - Paragraphs.
  - Paragraph Headings.
  - Pages.

**Programming for Variables.**

- Stop Coding for Insertions.
- Programming for Switching.
- Programming of Alternative Words.
- Programming of Alternative Phrases.
- Programming of Alternative Separate Paragraphs.
- Stop Coding at Ends of Paragraphs.
- Programming of Alternative Paragraphs Within Documents.

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A PROGRAM FOR EXTRACTING AND AUTOMATING  
THE TYPING OF CASE DATA.

Clients' names and addresses, dates, locations, captions, index and calendar numbers, all that kind of information, goes under various names: "Facts," "Data," "Master Information List." No matter what you call it, you've got to have it over and over to do any of the work relating to the matters in your office.

The material offered here gives you my way of extracting, storing and finding these items of data in just a few seconds. It also gives you my method for getting most of them typed automatically on a mag card typewriter. Once you put the system into use, you won't have to rummage through your files to find the data you need to do a job; and your secretary won't have to type it manually.

What makes it hard to store these items and type them automatically is that they are usually in short, separate fragments. My approach shows you how to organize case data into blocks, written onto 3 by 7 inch index cards. One block might be your client's name, address and letter salutation. Another might be your adversary's name, address and a statement of whom he represents. A third block might be the court caption for the matter, together with its index and calendar number. You develop the blocks as you work with each file, simply by writing the data you want onto 3 by 7 inch cards. In that way, you evolve the data that's best suited to your needs, for the kind of matters you are handling.

Next, you'll need a way to store these cards easily and find them quickly. The materials furnished will show you my way of doing that by using pocketed cardholder pages. Each cardholder stores ten 3 by 7 inch cards in overlapping pockets. You can visualize the contents of any one of your cards at a glance, change cards and add new cards freely, without affecting any of the others.

Finally, you'll want your secretary to record these blocks of data so that your mag card equipment will type them automatically. By following my method, your secretary will be able to record their contents onto matching mag cards and store those cards in the same pockets that contain your written cards. The materials offered here will give your secretary my instructions for encoding each of these items of data in a standard way, so that they'll all function effectively and predictably. The coding instructions are in terms of the IBM Mag II machine, but the concepts can be applied to other equipment as well.

The cost of the program, including text, instructions and sample materials, is \$5.00.



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A PROGRAM FOR INCREASING YOUR PRACTICE  
THROUGH STATUS REPORTS.

Clients often complain about their attorneys, "I never hear a thing!"

Suppose instead that your clients heard from you regularly. Suppose each got a personally typed status report from your office every three months, telling him what's going on, letting him know that your office is working on his matter. Can you think of a better way of projecting effort and efficiency? Insuring good will and recommendations?

Won't that take a lot of time? Not really. All you need is a system, and your secretary can get the job done easily by using a mag card typewriter. The materials offered here will show you how to do it.

To begin, you'll need a way to bring up each client's name at a regular interval, so that he'll receive a report at that time. The program does that by using a calendar ring book, made up of pocketed cardholder pages and magnetic cards as a tickler system. Each pocket of these pages stores a client's name and address on a 3 by 7 inch card, together with a matching mag card recording. The calendar book's index brings up each client's name card every three months, or any period you choose. At that point, the mag card is used to address the status report to him.

Next, you'll need a program book of pre-recorded status paragraphs. That's the key to getting the job done quickly, and by your secretary. All your client wants is just a brief note, to let him know his case is moving. By using pre-composed paragraphs for the different kinds of matters your office handles, your secretary will be able to select the one that's appropriate and compose the proposed status report for you. The program does that by using a reports ring book, also made up of pocketed pages. Each pocket stores the body of a status report on a 3 by 7 inch card together with a matching mag card recording.

The text I've prepared tells how to set up both books, then goes on to describe how to get the job done in no time, by using a magnetic card typewriter. Each report is prepared by merging two cards: one, the client's name and address card taken from the calendar book; the other, a pre-recorded status paragraph card taken from the reports book. The program offered here will produce the status report with no manual typing, and in many offices could underwrite the cost of automatic equipment by the increase in practice it can lead to.

The cost of the program, including text, instructions and sample materials, is \$7.50.



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A PROGRAM FOR THE AUTOMATIC TYPING OF LETTERS AND FORMS  
IN A PLAINTIFF'S PERSONAL INJURY PRACTICE.

That sounds like a tall order.

But all it takes is an automatic typewriter that uses magnetic cards and an approach. The program offered here will give you my way of developing these materials on a day by day basis, simply by working with copies of whatever you're producing.

The first thing you'll need is an indexing system, one that lets you find any of your letters and forms in just a few seconds. The materials offered here begin by giving you the one I developed during twenty five years in a practice limited to personal injury litigation. It indexes the titles of the 300 letters and 100 forms I used most often. These are printed onto separate sheets, set up so that you can use my index as is, or use it as a starter in developing your own.

The next think you'll need is a storage system set up at the start, so that you'll have a place waiting for your letters and forms, as you develop them. The text offered here describes how to organize the indexing system into a ring book storage system, right at the beginning. Both you and your secretary will use these ring books day by day, to dictate, develop and automatically type your letters and forms. By working with them from the start, you'll be able to see what you've got, what you're missing, and have a ready-made place waiting for the new items you develop.

Finally, you'll need a simple way to evolve your letters and forms on an as you go basis, one that doesn't require that you take time away from your regular work. The text offered here describes my way of doing that. Your secretary simply makes a mag card recording and an extra carbon copy of each letter and form you dictate, as she types it for actual use. The mag card and copy are stored at their appropriate location in your ring binders. With each successive use, you perfect them, and your secretary re-records them. In that way, you'll be continually testing and perfecting your materials in actual daily practice, and you'll get an immediate increase in productivity as you use your automatic typing equipment to do the work.

The cost of the program, including index, text and sample storage materials, is \$10.00.



Bernard Sternin is a graduate of Harvard Law School and a member of the New York State Bar. Formerly the managing partner in a New York law firm, he now serves as a consultant and lecturer in the field of word processing and automated typing, particularly as it relates to law office practice.

He has spoken and presented programs in the field both independently and in affiliation with Altman and Weil, Inc., a management consulting firm in Ardmore, Pennsylvania, whose text "How to Manage Your Law Office" is published by Matthew Bender and Company.

Mr. Sternin served in the American Bar Association as Chairman of the Committee on Word Processing and Automated Drafting in the Section on Economics of Law Practice, as Vice-Chairman of the Committee on the Use of Modern Technology in the Section of Insurance, Negligence and Compensation Law, and on the Sub-committee on Equipment and Technology of the Committee on Economics of Law Office Management in the Section of General Practice.

He has been a lecturer and workshop leader on the subject of word processing for IBM at its market training program in Dallas and New York, for Eastman-Kodak in Rochester, for the American Bar Association at its Sixth National Conference on Law Office Economics and Management in San Francisco, at its annual meeting in Honolulu in 1974, where he addressed the General Practice Section and the Economics Section and where his paper "The Equipment of Word Processing -- Tools for the Automation of Typing" was presented at the Section of Insurance, Negligence and Compensation Law, and at its annual meeting in Montreal in 1975, where he addressed the Economics Section. He has also lectured for the Association of Legal Administrators, for the International Word Processing Association, for the National Association of Legal Secretaries, for the Law Research Institute of the University of Utah, for the University of Kentucky College of Law, for Regional Seminars for Solo Practitioners and Small Firms sponsored by the General Practice Section of the American Bar Association, for the South Carolina Defense Attorneys and Trial Lawyers' Association, for the American Word Processing Association, and for the Canadian Bar Association in 1975 and 1976.

He has lectured on the subject of word processing and office management for the Bar Associations of the States of Texas, Arizona, Arkansas, South Carolina, Iowa, Kansas, Missouri, Nebraska, Oklahoma, Montana, Idaho, Connecticut, New Mexico, Oregon, Florida, Pennsylvania, Alaska, Louisiana, Minnesota, Virginia, Wisconsin, California, Nevada, Utah and the District of Columbia.

Mr. Sternin was retained by IBM to write its booklet "How to Utilize the IBM Magnetic Card 'Selectric' Typewriter in the Law Office." His articles on "Punched Paper Tape" and "Edge Punched Cards" as input media for automatic typewriters were distributed by the Friden Division of the Singer Company.

Mr. Sternin's articles on automatic typing have appeared in both legal and general office publications:

His "Manual for Automatic Law-Office Typing" is distributed by The Practical Lawyer magazine, a publication of the Joint Committee on Continuing Legal Education of the American Law Institute and the American Bar Association.

He is a co-author of the book How to Create-A-System for the Law Office, published by the Section of Economics of Law Practice of the American Bar Association.

He serves on the Advisory Board of Law Office Economics and Management ("LOEM"), a quarterly publication in the field of legal economics.

His article "The Power of Power Typing" is a part of Prentice-Hall's Manual for Managing the Law Office, as is his text "What Automatic Typewriters Can Do for You," his "Current List of Automatic Typing Equipment," and his article "An Easy and Effective Way to Reorganize Your Law Office for Automation."



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